



School Announcement

When complete, please distribute copies to Mr. Alikakos (for permits), Mr. MacDonald (for online sharing), and the main office announcements folder.

Dates to be shared: ____/____/____ to ____/____/____

Text of announcement to be read as written: “ _____

_____”

Event name: _____

Date: _____ Time: _____

Location: _____

Group: _____

Teacher in charge: _____

I would like this information shared via *(check all that apply)*:

3rd period announcements

Hallway TVs

School website (queensvoc.org)

Instagram ([instagram.com/queensvoc](https://www.instagram.com/queensvoc))

Facebook ([facebook.com/queensvoc](https://www.facebook.com/queensvoc))

Twitter (twitter.com/queensvoc)

Requested by: _____ Date: _____